

~~SECRET~~  
~~SECRET~~

Assistant Director for Office of Research  
and Reports

5 AUG 1955

Chief, Management Staff

Records Disposition Plan, ORR

1. The records control schedule for ORR has been reviewed by this Staff and is approved for application, except for destruction action proposed on certain item numbers listed in Exhibit A which require legal authorization from National Archives and Congress prior to destruction. Upon receipt of such authority you will be promptly notified and full application of your records control schedule may be made. In addition to returning the records control schedule there is attached a survey report containing recommendations for improved management of records while maintained for active use in the offices.

2. The records inventory revealed that there are 22,422 linear feet of records in ORR contained in 3,920 pieces of filing equipment valued at \$423,684. As a result of this inventory and appraisal it has been determined with the appropriate officials in ORR that of the total record holdings, 3.5% have permanent value; 11.2% consist of Library material; and 84% is temporary. This compares very favorably with both Government and industry experience. The initial application of the schedule will permit an estimated savings of \$73,860, representing the replacement value of equipment released. A similar savings of \$48,275 will be possible each year thereafter.

3. The recommendations contained in the survey report are based on observations made during the course of developing a records disposition plan for ORR and are presented as requested by Messrs. ~~Charles H. Pittman~~. For the most part they will require further study before they can be adopted. For instance, I would suggest that you particularly consider the following recommendations: 25X1A9a

a. A study be made as to the feasibility of transferring map supplemental distribution function to the Agency Records Center. This recommendation will provide savings of approximately \$36,000 immediately and \$4,200 annually thereafter, if adopted.

b. The uniform file system, which has already been installed in 17 organizational units, be extended to cover all subject and administrative files. This would be particularly advantageous because such a system permits training of personnel prior to assignment, transfer of personnel without re-training, and facilitates references to retired records.

~~SECRET~~  
~~SECRET~~

25X1A9a 4. Miss [REDACTED] of this office who made the survey and prepared the report will be available for periodic visits to assist and advise you in the application of the GRR program.

25X1A9a 5. The splendid cooperation rendered by all members of your organization has made it possible to develop an effective tool to assist in the management of an important part of the Agency's overall records program. I consider this a significant accomplishment and particularly want to commend the leadership of Mr. [REDACTED] and Mr. [REDACTED] in making it possible, and the valuable assistance rendered in the development of the schedule by Mr. [REDACTED]

25X1A9a

25X1A9a

**Attachments**

Survey Report  
Records Control Schedule

*New Recs. Disposition Branch*

MgtS/RMS/RDB/CW:ew (8/2/55)

MEMORANDUM FOR THE RECORD:

4 August 1955

25X1A9a 1. The report, schedule and related memoranda were discussed in detail with Mr. [REDACTED] Assistant to DD/I, on 3 August 55.

25X1A9a 2. The report, schedule and related memoranda were discussed in detail with Mr. [REDACTED] Chief, O & M Staff DD/I Area, on 4 August 55.

25X1A9a

*Ed.  
Glew  
fyh  
[Signature]*

[REDACTED]